



Date Received: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_  
Pre Application Meeting Date/Time: \_\_\_\_\_ / \_\_\_\_\_  
Planner Assigned: \_\_\_\_\_

**PRE-APPLICATION CONFERENCE**  
**with the Design Review Board**  
**Department of Planning and Community Development**

**NOTICE:** Pre Application Materials delivered by courier or by mail **will not be accepted.**

**Proposed Title:** \_\_\_\_\_

**Description of Proposal:** (Include proposed square footage, use, type of construction) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant:**

\_\_\_\_\_  
Name Phone No.  
\_\_\_\_\_  
Address City State Zip

**Property Owner (list multiple owners separately)**

\_\_\_\_\_  
Name Phone No.  
\_\_\_\_\_  
Address City State Zip

**Contact Person (list if not the same as applicant)**

\_\_\_\_\_  
Name Phone No. Fax No.  
\_\_\_\_\_  
Address City State Zip

**Location of Proposal:**

Site Address: \_\_\_\_\_ Cross Street: \_\_\_\_\_  
Parcel Number(s): \_\_\_\_\_  
Lot Number: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_  
Range \_\_\_\_\_ Township \_\_\_\_\_ Section \_\_\_\_\_ ¼ Section \_\_\_\_\_

**Authorization:**

The undersigned hereby certifies that all information submitted with this application is complete and correct to the best of my knowledge. I have read the City of Redmond’s “Purpose of the Pre-Application Conference” statement contained as part of this application.

\_\_\_\_\_  
Name Date

For staff use only

## PRE-APPLICATION REVIEW

A pre-application conference with the **Design Review Board** is strongly encouraged for projects which involve the construction of multifamily or attached housing, and new commercial or additions to existing commercial construction. There is a fee for a pre-application conference that will be applied toward the Development Permit fee **if the permit is filed with the City within 90 days** of the pre-application conference. Please refer to the most recent fee schedule.

## PURPOSE OF THE PRE-APPLICATION CONFERENCE

The purpose of the pre-application conference with the Design Review Board is to consult with the Board regarding the conceptual design for the site, landscaping, and architecture of the project in light of the City's Design Standards, and to determine if there are any major design concerns that should be addressed prior to the submission of an application package. **Submittal materials should be preliminary and conceptual at this stage. Discussions with the Board are meant to be exploratory in nature.** It is not meant to be a detailed review of proposed plans, architectural design, proposed materials or landscape concept, and does not preclude changes recommended by staff for design in order to meet the City's Design Guidelines.

Please be aware that any comments made by members of the Design Review Board at these meetings do not imply approval or conditional approval of the pending applications. Future review of your formal application (at **Conceptual** or **Approval** stages) by the Design Review Board may require changes, alterations, or additional information to clarify the details of your proposal and design. In addition, many of the City's applications are subject to review by other City bodies such as the City Council and Technical Review Committee.

## FILING REQUIREMENTS

Pre-Application Meetings with the Design Review Board will be scheduled once a complete application and fees have been paid. To schedule Pre-Application Meeting, submit to the City's Permit Center:

- 1) Completed PRE-APPLICATION FORM and
- 2) Ten (10) copies of Vicinity Map showing adjacent land uses, street names, significant environmental features, and the north arrow. (An aerial map, with land uses labeled, may be used.)
- 3) Ten (10) copies of the Conceptual Site Plan
- 4) Ten (10) copies of the Conceptual Landscape Plan (Can be part of Site Plan)
- 5) Ten (10) copies of the Conceptual Building Elevations (if applicable)
- 6) Ten (10) copies of the Conceptual Floor Plan (if applicable)
- 7) Ten (10) copies of Contextual Street Elevation showing building height of proposed project compared to adjacent properties.
- 8) Written narrative describing in detail the proposed development, including uses, and how it will comply with the applicable review criteria and Design Guidelines.

**Plan Size:** For submittal, a minimum sheet size of 11" x 17" is preferred with larger presentation drawings being used at the meeting. Dimensions may be approximated; however, the more accurate and complete the information provided the better and more specific the information that staff can provide.

The following minimum items should be shown on the Conceptual Site Plan:

- a) Applicant's name, address, and phone number.
- b) North arrow, scale and date.
- c) Dimensions of the parcel(s).
- d) Location(s), size(s) in square feet and use(s) of any existing building(s) on site.
- e) Percentage of impervious area to landscaped area.

The following minimum items should be shown on the Conceptual Building Elevations:

- a) Design concept and overall massing.
- b) Entry locations, windows, and mechanical screening.
- c) Proposed materials and colors (optional at this stage).
- d) Relationship to site and adjoining uses.

The following minimum items should be shown on the Conceptual Landscape Plan, and can be incorporated on the Site Plan at stage:

- a) Existing landscaped or undisturbed areas to be retained.
- b) Proposed landscape areas.
- c) Location of existing significant and landmark trees proposed to be removed and saved.

The Conceptual Floor Plan shall contain the general configuration of the interior space such as rooms and corridors.

Design Review Board meetings are held at 7:00 p.m. on the first and third Thursday of each month in the Council Chambers located in the Public Safety Building. A copy of the agenda to confirm your placement on the agenda will be mailed to the contact person listed on the pre-application conference form. It may be helpful to bring with you to the meeting any professional staff who will be assisting with the project, such as an architect or engineer.

For complex projects it may be helpful to provide a short written narrative describing in detail the proposed development, including uses, and how it will comply with the applicable review criteria.